

Benefits Module

Beyond HRBEN001

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Legend

Health Insurance



Life Insurance



Information





Introduction

The following information will add to your experience with **HRBEN0001**, *Enrollment*. *If you are not familiar with using HRBEN001, please refer to the Online Help Script.*

Enrolling an employee in Health Plans* and Life Insurance mimics the process for adding a Retirement Plan and Miscellaneous Vendor products with just a little preparation beforehand.

Before enrolling an employee in a plan, an Adjustment Reason** and/or Dependent records must be built first.

**Does not include LSU First. Please see the Online Help Script for LSU First enrollment.*

***The Adjustment Reason infotype is also presented during PA40 actions and can be selected during that dynamic action*

Add Dependents – Infotype 0021



Some health plans cover the employee's dependent(s). If the employee has chosen to elect one of those plans, his/her dependent(s) must be recorded in LaGov HCM on Infotype 0021, *Family Member/Dependents* before enrollment. Most Human Resources personnel is familiar with this infotype used to record Emergency Contacts.

HR Personnel will create an IT21 for spouse, child, stepchild, and/or grandchild. (*Dependent Life records will be discussed during Life Insurance enrollment.*)

Add Dependents – Infotype 0021



1. From Maintain Master Data in PA30, enter the Family Member/Dependents, IT 0021 and the date* of the record.

2. Create.

**The start date is the 1st day the dependent can be covered, i.e. birth date of the new child.*

Maintain HR Master Data

Personnel No. **308585** Pers.Assgn **00308585**
Name **BENEFITS TEST**
EE group **A** Full Time Salary Pers.area **0856** Dept of Environmental...
EE subgroup **04** Class NE Cost Center **8563030100** WATER PERMI...

Basic Personal Data | Payroll Data | Payroll Supplements | Addtl. Personal Data

<input type="checkbox"/> Infotype text	S	
<input type="checkbox"/> Actions	<input checked="" type="checkbox"/>	▲
<input type="checkbox"/> Organizational Assignment	<input checked="" type="checkbox"/>	▼
<input type="checkbox"/> Basic Pay	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Residence Status		
<input type="checkbox"/> Additional Personal Data		
<input type="checkbox"/> Personal Data	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Addresses	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Family Member/Dependents		
<input type="checkbox"/> Leave Entitlement		

Period

Period
From **12/01/2016** To **12/31/9999**

Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection

Infotype **21** STy

Add Dependents – Infotype 0021



3. Select one of the following subtypes:
1, 2, 22, or 23

Note: The subtype can be selected on the previous screen.

Subtypes for infotype "Family Member/Dependents"

Restrictions

✓ ✕ 🏠 🏠 +* ? 🖨️ 📄

STyp	Name
1	Spouse
10	Divorced spouse
15	Registered Partner
2	Child
22	Stepchild
23	Grandchild
24	Dep Child of a Dependent
25	Dependent Life Spouse
26	Dependent Life Child
27	Dependent Life Stepchild
28	Dependent Life Grandchild

Direct selection
Infotype Family Member/Dependents STy

Add Dependents – Infotype 0021



4. Enter the dependent's Last Name, First Name, Gender, Birth Date, and Social Security Number.

5. Save.



6. Repeat steps for additional dependents.

Create Family Member/Dependents (0021)

Personnel No **308585** Name **BENEFIT...** Status **Active**
EE group **A** Full Time Salary Personnel ar **0856** Dept of Environmental Quality
EE subgroup **04** Class NE
Start **12/01/2016** To **12/31/9999**

Member **2 Child** Child no **01**

Personal data

Last name **TEST**
First name **KIDD** Initials
Title
Gender Female Male Undeclared
Birth date **12/01/2016** Ref.Pers.No.
SSN **564-58-3214** Telephone number
HICN Separation Date
Street
Addr Line 2
City/State
Zip/country

Physician Challenge Status

Add Dependents – Infotype 0021



If the dependent is deemed disabled, the Challenge section must be completed.

Challenge	
<input type="checkbox"/> Disability	
Disability Date	
Learned	

If adding a new spouse to create a qualifying event of marriage, the “Date of Marriage” field should contain a date.

Additional Dates	
Date of Marriage	
Date of Death	

Note: In spring 2017, the option to attach electronic documents, like a marriage license, will be available.

Monitoring of Tasks – Infotype 0019



- After saving the Dependent record, IT 0019, *Monitoring of Tasks*, will be presented.
- HR can use this as a reminder to obtain necessary documentation, such as a birth certificate or marriage license.

Create Monitoring of Tasks (0019)

Personnel No Name Status
EE group Full Time Salary Personnel ar Dept of Environmental Quality
EE subgroup Class NE

Task
Task Type
Date of Task Processing indicator

Reminder
Reminder Date

Comments

Note: The Reminder Date will populate upon validation to 6 months from date of task.

Adjustment Reason – Infotype 0378



An Adjustment Reason is used to determine the changes an employee can make to his/her benefits. These reasons are stored on **Infotype 0378, Adjustment Reasons**. Those records allow enrollment changes on **HRBEN0001**.

Before modifying the employee's benefits (*medical plans/life insurance*) an adjustment reason record must be created and are allowed based on a qualifying life event (QLE) such as an initial hire, birth, or marriage. A list of QLEs are available from the Office of Group Benefits (OGB) or by clicking on the enclosed link.

[<<QLEs Spreadsheet>>](#)

Adjustment Reason – Infotype 0378



1. From Maintain Master Data in PA30, enter the Adjustment Reason IT0378 and the date* of the record.

2. Create.

**The start date is the 1st day the dependent can be covered, i.e. birth date of the new child.*

Maintain HR Master Data

Personnel No. **308585** Pers.Assgn **00308585**
Name **BENEFITS TEST**
EE group **A** Full Time Salary Pers.area **0856** Dept of Environmental...
EE subgroup **04** Class NE Cost Center **8563030100** WATER PERMI...

Basic Personal Data | Payroll Data | Payroll Supplements | Addtl. Personal Data

<input type="checkbox"/> Infotype text	S	
<input type="checkbox"/> Actions	✓	▲
<input type="checkbox"/> Organizational Assignment	✓	▼
<input type="checkbox"/> Basic Pay	✓	
<input type="checkbox"/> Residence Status		
<input type="checkbox"/> Additional Personal Data		
<input type="checkbox"/> Personal Data	✓	
<input type="checkbox"/> Addresses	✓	
<input type="checkbox"/> Family Member/Dependents	✓	
<input type="checkbox"/> Leave Entitlement		▲

Period
 Period
From **12/01/2016** To **12/31/9999**
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection
Infotype **Adjustment Reasons** STy **ZA-1** BIRTH

Adjustment Reason – Infotype 0378



3. If the subtype was not selected on the initial screen, choose the correct option from the dropdown menu.

Create Adjustment Reasons (0378)

Personnel No	308585	Name	BENEFIT...	Status	Active
EE group	A Full Time Salary	Personnel ar	0856	Dept of Environmental Quality	
EE subgroup	04 Class NE				
Start	12/01/2016	to	12/31/2016		

Adjustment Reason Data

Benefit area	STATE OF LA BENEFITS
Adjustment reason	ZA-1 BIRTH

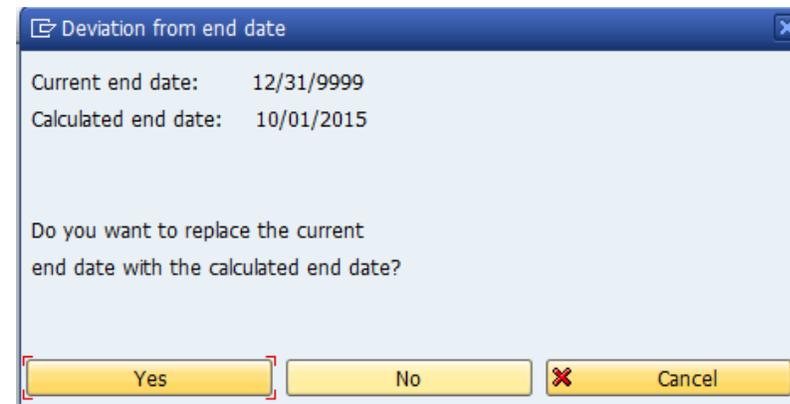
Note: Adjustment reasons cannot begin with “NA” in the title. These reasons are no longer a valid choice for all new selections.

Adjustment Reason – Infotype 0378



4. Save 

5. Select the YES button to accept the calculated end date for the event.



6. Select the YES button to go to the Enrollment transaction (HRBEN0001)



Enrollment – HRBEN0001



The following slides will give instruction for enrolling employees with dependents in a Health plan.

Employees can enroll in plans that cover:

- Employee & Spouse¹
- Employee & Children²
- Employee & Family³

¹ Employee's spouse must be recorded on IT0021. Only the spouse will be allowed as a selection for additional coverage

² Employee's child(ren), grandchild(ren), and/or stepchild(ren) must be recorded on IT0021. Only the children will be allowed as a selection for additional coverage

³ Employee's spouse and child(ren) must be recorded on IT0021. A spouse and at least one child must be selected for additional coverage

Enrollment – HRBEN0001



7. HRBEN0001 will automatically open and present the possible offers based on the Adjustment Reason (IT0378).

Enrollment

Direct selection | Selection set

Personnel no.

ID number

Select

Enroll
Name **BENEFITS TEST** on **12/07/2016** Overview

Offer selection
Get offer | Print form | General Notice | Error list

Possible offers	Enrollment period
BIRTH	12/01/2016 - 12/31/2016
RETIREMENT INIT ENR	01/01/1800 - 12/31/9999
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9999

Pers.No. | Name...
308585 | BENEFITS TEST

Offer

Note: There is no need to change the date as the system will automatically create the record for the correct date based on the QLEs (Qualifying Life Events).

Enrollment – HRBEN0001



- Click on the newly created Adjustment Reason and select “Get offer” or double click. The available plans will be presented in the Offer section of the screen.

Enroll
Name BENEFITS TEST on 12/07/2016 Overview

Offer selection
Get offer Print form General Notice Error list

Possible offers	Enrollment period
BIRTH	12/01/2016 - 12/31/2016
RETIREMENT INIT ENR	01/01/1800 - 12/31/9999
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9999

BIRTH

Enroll Costs Undo selection Error List

Plan	Status	Validity period
HEALTH (OGB) - FLEX		12/01/2016 - 12/31/9999
DEP CARE OGB DEPENDENT CARE		12/01/2016 - 12/31/9999
HLTH CARE OGB HEALTH CARE FSA Limited Purpose FSA		12/01/2016 - 12/31/9999 12/01/2016 - 12/31/9999

- Select the plan to enroll.

Note: Only plans that can be changed for the event will appear.

Enrollment – HRBEN0001



10. After selecting the plan a window will open to allow for a specific plan choice.

Use the dropdown menu to select the Plan Option and/or level of coverage.

Based on the Adjustment Reason of “Birth” the employee is adding a Health plan that includes themselves and the child.

Pers.No.	308585	BENEFITS TEST
Plan	HEALTH (0GB) - FLEX	
Start	12/01/2016	- 12/31/9999
<input type="checkbox"/> Stop participation in period		
Option Dependents		
Plan options		
Health Plan Opt	00C0 EC_MAGNOLIA LOCAL PLUS	
Dependent Cover	EE+C EE + CHILD/CHILDREN	
Costs USD Monthly		
EE pre-tax	226.10	
Employer	540.42	
Accept Cancel		

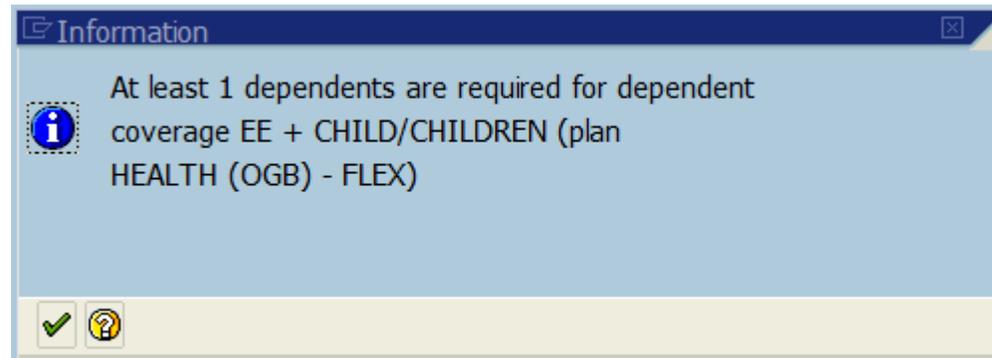
Note: Many Health Plan Options will select the Dependent Coverage.

Enrollment – HRBEN0001



11. After selecting a health plan that includes a child the system will remind you that a child (dependent) must be selected.

Hit the green check.



Enrollment – HRBEN0001



12. A window with dependent choices will appear. Select the appropriate dependent(s) and click Accept.

Maintain Health Plan

Pers.No. 308585 BENEFITS TEST
Plan HEALTH (OGB) - FLEX
Start 12/01/2016 - 12/31/9999

Stop participation in period

Option Dependents

Select.	Name	Type of dep./ben.
<input type="checkbox"/>	SPOUSE TEST	Spouse
<input checked="" type="checkbox"/>	KIDD TEST	Child

Enrollment – HRBEN0001



13. The system will revert back to the Offer screen where “Enroll” can be selected.

Enroll
Name **BENEFITS TEST** on **12/07/2016** Overview

Offer selection
 Get offer Print form General Notice Error list

Possible offers	Enrollment period
BIRTH	12/01/2016 - 12/31/2
RETIREMENT INIT ENR	01/01/1800 - 12/31/9
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9

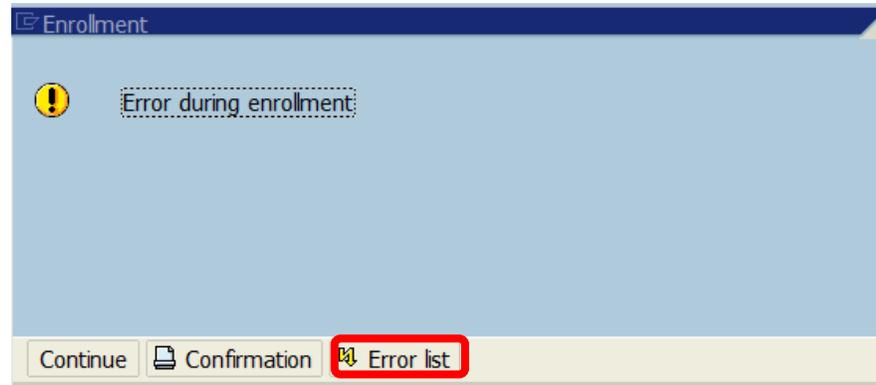
BIRTH
 Enroll Costs Undo selection Error List

Plan	Status	Validity period
▼ MEDICAL		
HEALTH (OGB) - FLEX		12/01/2016 - 12/31/9999
▼ DEP CARE OGB		
DEPENDENT CARE		12/01/2016 - 12/31/9999
▼ HLTH CARE OGB		
HEALTH CARE FSA		12/01/2016 - 12/31/9999
Limited Purpose FSA		12/01/2016 - 12/31/9999

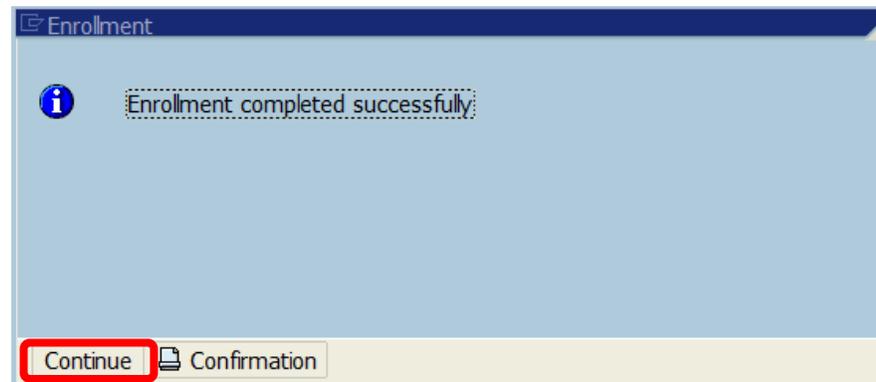


Enrollment – HRBEN0001

If an error is found during the enrollment process, click the “Error list” button to obtain additional information.



15. If the enrollment is successful, click the “Confirmation” button to print the confirmation page or “Continue” to complete the enrollment.



Note: To print the confirmation page at a later date use HRBEN0015.

Enrollment – HRBEN0001



After “Continue” is selected, the system will revert back to the initial HRBEN0001 page. Here the page will display enrolled plans, which are indicated by green square. ■

Recap: This screen shows that an Adjustment Reason of Birth was created and the employee chose a corresponding plan to include EE + C.

Plan	Status	Validity period
EMPLOYEE AND CH MAGNOLIA LOCAL PLUS	■	01/01/2017 - 12/31/9999
DEP CARE OGB DEPENDENT CARE		01/01/2017 - 12/31/9999
HLTH CARE OGB HEALTH CARE FSA Limited Purpose FSA		01/01/2017 - 12/31/9999 01/01/2017 - 12/31/9999

Enrollment – HRBEN0001



The employee may have elected to sign up for other options. For the Adjustment Reason Birth, the employee can elect Dependent Care or a Flexible Spending account. Select the plan and repeat enrollment.

Enroll

Name **BENEFITS TEST** on **01/01/2017** Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers	Enrollment period
BIRTH	01/01/2017 - 01/31/2017
RETIREMENT INIT ENR	01/01/1800 - 12/31/9
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9

BIRTH

Enroll Costs Undo selection Error List

Plan	Status	Validity period
EMPLOYEE AND CH MAGNOLIA LOCAL PLUS		01/01/2017 - 12/31/9999
DEP CARE OGB DEPENDENT CARE		01/01/2017 - 12/31/9999
HLTH CARE OGB HEALTH CARE FSA		01/01/2017 - 12/31/9999

Drop Dependents – Infotype 0378



There may be a need to remove a dependent from a member's plan due to death, divorce, etc. The process works just like an enrollment, but in a different order.

Like an enrollment, an Adjustment Reason is used to determine the changes an employee can make to his/her benefits. Again the Adjustment Reason is selected based on a qualifying event. A list of QLEs are available from the Office of Group Benefits (OGB) or by clicking on the enclosed link.

[<<QLEs Spreadsheet>>](#)

Adjustment Reason – Infotype 0378



1. From Maintain Master Data in PA30, enter the Adjustment Reason IT0378 and the date* of the record.

2. Create.

**The start date is the 1st day the dependent can be covered, i.e. birth date of the new child.*

Maintain HR Master Data

Personnel No. **308585** Pers.Assgn **00308585**

Name **BENEFITS TEST**

EE group **A** Full Time Salary Pers.area **0856** Dept of Environmental...

EE subgroup **04** Class NE Cost Center **8563030100** WATER PERMI...

Basic Personal Data | Payroll Data | Payroll Supplements | Addtl. Personal Data

Infotype text	S	
Actions	✓	▲
Organizational Assignment	✓	▼
Basic Pay	✓	
Residence Status		
Additional Personal Data		
Personal Data	✓	
Addresses	✓	
Family Member/Dependents	✓	
Leave Entitlement		

Period

Period

From **12/01/2017** To **12/31/9999**

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype **Adjustment Reasons** STy **ZC-2** DIVORCE DROP

Adjustment Reason – Infotype 0378



3. If the subtype was not selected on the initial screen, choose the correct option from the dropdown menu.

Create Adjustment Reasons (0378)

Personnel No **308585** Name **BENEFIT...** Status **Active**
EE group **A** Full Time Salary Personnel ar **0856** Dept of Environmental Quality
EE subgroup **04** Class NE
Start **12/01/2017** to **12/31/2017**

Adjustment Reason Data
Benefit area **STATE OF LA BENEFITS**
Adjustment reason **ZC-2 DIVORCE DROP**

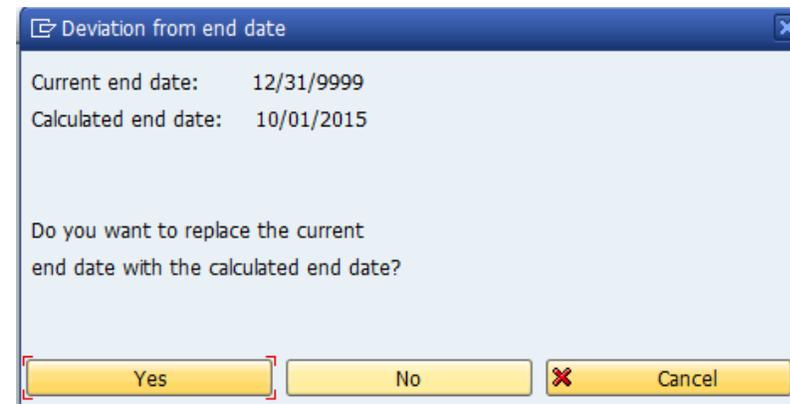
Note: Adjustment reasons cannot begin with "NA" in the title. These reasons are no longer a valid choice for all new selections.

Adjustment Reason – Infotype 0378



4. Save 

5. Select the YES button to accept the calculated end date for the event.



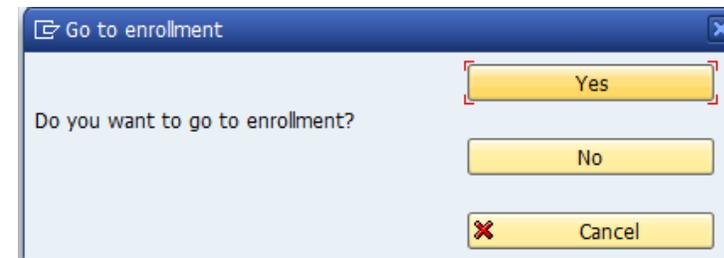
Deviation from end date

Current end date: 12/31/9999
Calculated end date: 10/01/2015

Do you want to replace the current end date with the calculated end date?

Yes No Cancel

6. Select the YES button to go to the Enrollment transaction (HRBEN0001)



Go to enrollment

Do you want to go to enrollment?

Yes No Cancel

Drop Dependent – HRBEN0001



7. HRBEN0001 will automatically open and present the possible offers based on the Adjustment Reason (IT0378).

Enrollment

Direct selection | Selection set

Personnel no.

ID number

Select

Enroll
Name **BENEFITS TEST** on **12/01/2017** Overview

Offer selection
Get offer | Print form | General Notice | Error list

Possible offers	Enrollment period
DIVORCE DROP	12/01/2017 - 12/31/2
RETIREMENT INIT ENR	01/01/1800 - 12/31/9
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9

Pers.No. Name...
308585 BENEFITS TEST

Offer

Note: There is no need to change the date as the system will automatically create the record for the correct date based on the QLEs (Qualifying Life Events).

Drop Dependent – HRBEN0001



8. Click on the newly created Adjustment Reason and select “Get offer” or double click. The available plans will be presented in the Offer section of the screen.

9. **Select** the plan to enroll.

The screenshot shows a software interface for enrollment. At the top, it says 'Enroll' and 'Name BENEFITS TEST on 12/01/2017'. Below that, there's an 'Offer selection' section with buttons for 'Get offer', 'Print form', 'General Notice', and 'Error list'. A table lists 'Possible offers' and 'Enrollment period':

Possible offers	Enrollment period
DIVORCE DROP	12/01/2017 - 12/31/2017
RETIREMENT INIT ENR	01/01/1800 - 12/31/9999
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9999

Below this, the 'DIVORCE DROP' section is active, showing buttons for 'Enroll', 'Costs', 'Undo selection', and 'Error List'. A table lists available plans:

Plan	Status	Validity period
FAMILY		
MAGNOLIA LOCAL PLUS	■	12/01/2017 - 12/31/9999
DEP CARE OGB		
DEPENDENT CARE	■	12/01/2017 - 12/31/9999
HLTH CARE OGB		
HEALTH CARE FSA	■	12/01/2017 - 12/31/9999

Note: Only plans that can be changed for the event will appear.

Drop Dependent – HRBEN0001



In this example, the employee is dropping the spouse and will continue to carry the child.

10. Use the dropdown menu to choose a plan that is Employee and Child.

Enroll
Name BENEFITS TEST on 12/01/2017 Overview

Offer selection
Get offer Print form

Possible offers
DIVORCE DROP
RETIREMENT INIT ENR
RETIRE - ANYTIME ADJ

DIVORCE DROP
Enroll Costs Undo

Plan
FAMILY
MAGNOLIA LOCAL PLUS
DEP CARE OGB
DEPENDENT CARE
HLTH CARE OGB
HEALTH CARE FSA

Maintain Health Plan
Pers.No. 308585 BENEFITS TEST
Plan MAGNOLIA LOCAL PLUS
Start 12/01/2017 - 12/31/9999
 Stop participation in period

Option Dependents

Plan options
Health Plan Opt 90C0 EC_MAGNOLIA LOCAL PLUS
Dependent Cover OGB Appl. Depn at OGB

Costs USD Monthly
EE pre-tax 243.06
Employer 580.94

Accept

Note: If the option to stop participation would have been allowed the “Stop participation in period” option would not have been grayed out.

Drop Dependent – HRBEN0001



11. A window with dependent choices will appear. Deselect the appropriate dependent(s) and click Accept.

Maintain Health Plan

Pers.No. 308585 BENEFITS TEST
Plan HEALTH (OGB) - FLEX
Start 12/01/2016 - 12/31/9999

Stop participation in period

Option Dependents

Select	Name	Type of dep./ben.
<input type="checkbox"/>	SPOUSE TEST	Spouse
<input checked="" type="checkbox"/>	KIDD TEST	Child

Drop Dependent – HRBEN0001



13. The system will revert back to the Offer screen where “Enroll” can be selected.

Enroll
Name BENEFITS TEST on 12/01/2017 Overview

Offer selection
 Get offer Print form General Notice Error list

Possible offers	Enrollment period
DIVORCE DROP	12/01/2017 - 12/31/2017
RETIREMENT INIT ENR	01/01/1800 - 12/31/9999
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9999

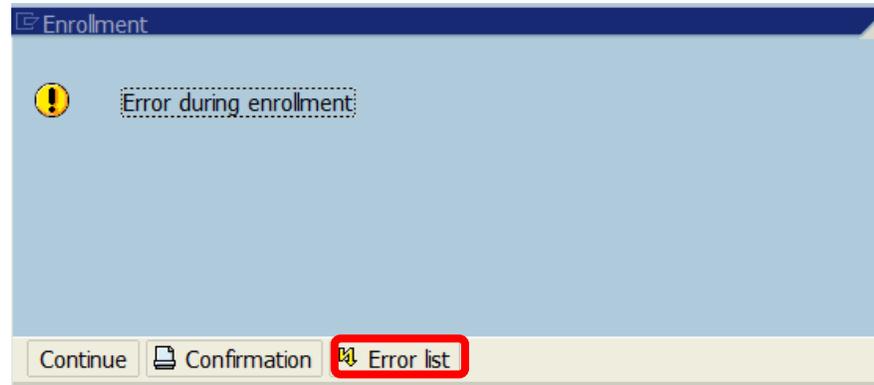
DIVORCE DROP
 Enroll Costs Undo selection Error List

Plan	Status	Validity period
▼ FAMILY		
MAGNOLIA LOCAL PLUS	■	12/01/2017 - 12/31/9999
▼ DEP CARE OGB		
DEPENDENT CARE	■	12/01/2017 - 12/31/9999
▼ HLTH CARE OGB		
HEALTH CARE FSA	■	12/01/2017 - 12/31/9999

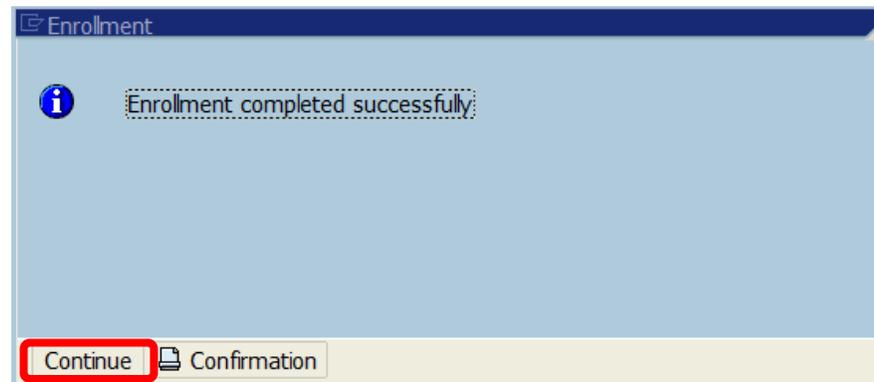
Drop Dependent – HRBEN0001



If an error is found during the enrollment process, click the “Error list” button to obtain additional information.



15. If the enrollment is successful, click the “Confirmation” button to print the confirmation page or “Continue” to complete the enrollment.



Note: To print the confirmation page at a later date use HRBEN0015.

Monitoring of Tasks – Infotype 0019



- After saving the Dependent record, IT 0019, *Monitoring of Tasks*, will be presented.
- HR can use this as a reminder to obtain necessary documentation, such as a birth certificate or marriage license.

Create Monitoring of Tasks (0019)

Personnel No **308585** Name **BENEFIT...** Status **Active**
EE group **A** Full Time Salary Personnel ar **0856** Dept of Environmental Quality
EE subgroup **04** Class NE

Task
Task Type **94 Divorce Decree**
Date of Task **12/01/2016** Processing indicator **New task**

Reminder
Reminder Date **06/01/2017**

Comments

Note: The Reminder Date will populate upon validation to 6 months from date of task.



Life Insurance – HRBEN0001

Enrolling in Life or Dependent Life Insurance will follow the same procedure as Health Plans.

The employee must have a corresponding Dependent Life record on IT0021.

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No. Name...

308585	BENEFITS TEST
--------	---------------

Enroll

Name BENEFITS TEST on 01/01/2017 Overview

Offer selection

Get offer Print form General Notice Error list

Possible offers	Enrollment period
INIT HLTH/INS ENR	01/01/2017 - 01/31/2017
RETIREMENT INIT ENR	01/01/1800 - 12/31/9
RETIRE - ANYTIME ADJ	01/01/1800 - 12/31/9

INIT HLTH/INS ENR

Enroll Costs Undo selection Error List

Plan	Status	Validity period
▼ FAMILY		
MAGNOLIA LOCAL PLUS	■	01/01/2017 - 12/31/9999
▼ DEPENDENT LIFE		
DEPEND BASIC PLAN - ATAX		01/01/2017 - 12/31/9999
DEPEND BASIC+SUPPL PLAN - ATAX		01/01/2017 - 12/31/9999
▼ LIFE OGB		
BASIC LIFE (OGB) - FLEX		01/01/2017 - 12/31/9999
LIFE (OGB) - FLEX		01/01/2017 - 12/31/9999
▼ DEP CARE OGB		
DEPENDENT CARE	■	01/01/2017 - 12/31/9999
▼ HLTH CARE OGB		
HEALTH CARE FSA	■	01/01/2017 - 12/31/9999
Limited Purpose FSA		01/01/2017 - 12/31/9999

Note: The employee must be enrolled in life insurance before Dependent Life insurance can be selected.



Dependent Life – Infotype 0021

There are four additional options for Dependents on Infotype 0021.

- 25 – Dependent Life Spouse
- 26 – Dependent Life Child
- 27 – Dependent Life Stepchild
- 28 – Dependent Life Grandchild

Create Family Member/Dependents (0021)

Personnel No	308585	Name	BENEFIT...	Status	Active
EE group	A Full Time Salary	Personnel ar	0856	Dept of Environmental Quality	
EE subgroup	04 Class NE				
Start	12/01/2016	To	12/31/9999		
Member	26 Dependent Life Child			Number	01

Personal data

Last name	TEST	Initials	
First name	KIDD		
Title			
Gender	<input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> Undeclared		
Birth date	12/01/2016	Ref.Pers.No.	
SSN	564-58-3214	Telephone number	
HICN		Separation Date	

Note: The employee must have a Dependent Life choice before enrolling in Dependent Life Coverage.



Additional Information

- In Spring 2017, there will be an option to store electronic documents such as birth certificates, marriage licenses, etc.
- Any HRBEN0001 related changes prior to 01/01/2017 will require an electronic web-ticket to the LaGov HCM team.
- Agencies will no longer have maintenance access to Infotypes 0167, 0168, 0170, 0236, and 0377. Maintenance must be conducted in HRBEN0001.
- When adding a dependent, the date of birth must be added.



Additional Information

- To enroll in Dependent Life Insurance, the employee must already be enrolled in Life Insurance.
- Adjustment Reasons are built for specific qualifying events (QLEs). Find a list of those options with description. [<<QLEs>>](#)
- A cheat sheet for Create, Change, and Delete options can be found in Online Help. [<<CCD Cheat Sheet>>](#)
- ZP255, Plan Participation is an available report to list Benefit plans. It can be run for the entire agency or single employee.
- A dependent may be delimited, but cannot be deleted if ever used as a dependent for Health or Dependent Life Insurance.